

I.	<u>Position Title:</u>	Conservation / Storm Water Program Coordinator	<u>Revision Date:</u>	04/07
			<u>EEO Function:</u>	Utilities
			<u>EEO Category:</u>	Professional
			<u>Status:</u>	Non-Exempt
			<u>Control No:</u>	30561

Under the direction of the Public Utilities Director or Chief Engineer administers and coordinates the City's Conservation/Storm Water Programs. Performs various duties and functions relating to communications, intergovernmental relations, public education, development review, commercial and industrial inspections related to storm water management. Monitors and inspects industrial facilities and assists them in meeting permit conditions.

- Monitors industrial, commercial and residential compliance with federal, state and municipal storm water regulations. Monitors industries storm water discharges, and advises their manager/operators on proper procedure.
- Works with Storm Water Inspector to monitor facilities and informs users of regulatory compliance issues. Reviews storm water pollution-prevention plans as submitted and regulates their application.
- Prepares Storm water Annual Report for submission to Salt Lake County.
- Monitors permit renewal and interacts with the State DEQ on changes to the permit. Participates in storm water audits conducted by the State and EPA.
- Reviews applications for construction site permits. Monitors construction sites for compliance with regulations and suitable application of management plans. Observes performance of plans and makes recommendations for changes. Enforces compliance.
- Attends appropriate staff and public meetings on storm water issues, water conservation, and watershed protection. Develops public information displays and educational programs on storm water related issues. Makes storm water education presentations to various groups.
- Troubleshoots reported problems by tracking discharges to their sources. Performs on-site visits for enforcement actions. Traces illegal discharges.
- Prepares budget recommendations on storm drain for the cost center and submits them to the Chief Engineer.
- Takes complaints on, and receives and processes appeals regarding storm water monthly fees, including explaining ordinance to residents, researching “utility letters” to verify impervious surface calculations, coordinating with the Chief Engineer to recalculate fees and coordinating with Utility Billing to adjust monthly fees, apply credits, and issue refunds when appropriate.
- Maintains records, quality control and chain of custody appropriate for submission to a court of law.
- Develop and teach curriculum to be used to educate the public regarding the National Pollutant Discharge Elimination System (NPDES) and the Utah Pollutant Discharge Elimination System (UPDES)
- Works with designated staff to assist in preparing news releases, coordinating press conferences and media events regarding storm water programs and practices.
- Develops and teaches a curriculum to be used to educate the public regarding low-water use, landscaping, and other water conservation concepts.
- Develops and teaches curriculum to be used to educate the public regarding the City’s watershed ordinance.
- Responds to public inquiries, complaints, and requests pertaining to water conservation.
- Supervises the staff working at the City’s conservation demonstration garden (Sego Lily Gardens) and coordinates contracted maintenance.

- Supervises the notification of residents and businesses for violations on the conservation, watershed and storm water ordinances.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Certifications: Valid Utah Driver's License is required.

Education: Graduation from an accredited four-year college or university in Business Administration, Public Administration, Public Relations, Environmental Studies, Water Treatment or related field.

Experience: Four years related work experience in storm water programs and systems, water conservation programs, or related field. Additional related experience may be substituted for formal education on a year-for-year basis.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: General knowledge of education techniques, specifically intergovernmental cooperation and press relations; knowledge of software including word processing, graphics, presentations and spreadsheets. Basic knowledge of storm water collection systems and general water quality parameters.

Responsibility for: Responsible for choosing the proper type of communication medium to present information to the public, developing a good working relationship with the industrial community, and supervising staff.

Communication Skills: Ability to communicate effectively verbally and in writing; to represent the City in a professional manner when inspecting industries and construction sites; and to professionally furnish and obtain information from other departments and agencies. Regular and frequent outside contact with persons of high rank, requiring tact and judgment; frequent contact with the public presenting data that may influence important decisions; and frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Requires the regular use of a personal computer, printer, copier, and telephone system.

Analytical Ability: Ability to prioritize and organize one's own work plan; work well under pressure and impending deadlines; establish effective working relationships with employees, other agencies, and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation, make sound recommendations and presentations, and influence others to obtain the desired results.

VI. Working Conditions:

Generally comfortable office environment with extensive field work; routinely light to moderate physical activity, but with regular exposure to unpleasant working conditions, especially dampness, when doing fieldwork. Heavy lifting on infrequent occasion. Potential exposure to hazardous materials, raw sewage, fuel oil, grease and biological hazards; may be exposed to some unpleasant odors. Some evening, night and weekend work required with minimal notice, to collect samples during storms. Frequent exposure to stressful situations as a result of human behavior, deadlines and other demands of the position.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add or change duties at any time.